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19 September 1974

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for "Preparing for Overseas
Assignment" 3 - 5 September 1974

1. General

Course enrollment for both phases was twenty including five dependent wives. All area Divisions were represented, including two assignments to denied area posts. There was a grade range of GS-04 to GS-13.

2. Course Design and Content

The program content of the course remained the same as with previous runnings. A booklet on residence security was furnished to class members by the Office of Security for their retention. In addition, copies of current OAS publications covering various Latin countries were made available to class members assigned to the WH area. Phase II of the course was shortened to one day for this running instead of the usual day and a half. This was accomplished by moving the Women's Panel Discussion to Phase I of the course, thereby allowing sufficient time to cover all the State Department material in one day. Course evaluations indicated that sufficient time had been allotted the subjects covered by the various lecturers. Whether this time frame will be followed in future courses will depend on the size and makeup of the classes.

3. Evaluation of Participants

Evaluations for both phases indicated that course objectives generally had been met. One class member indicated that the technical portion of the security lecture was identical to one he had attended as a part of his out processing with Central Processing Branch. This matter will be looked into prior to the next POA.

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4. Staff Evaluation

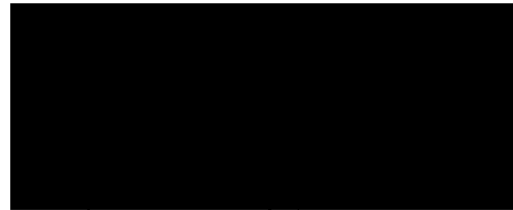
25X1A The lecturers at both phases continue to be generally well received. [REDACTED] filled in for [REDACTED] on the discussion of Central Processing Branch and was very effective. 25X1A

5. Conclusions

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25X1A [REDACTED] A security clearance has been requested on [REDACTED] formerly associated with Foreign Area Studies at American University, who speaks regularly at the East Asia Area and Country Studies program at the Foreign Service Institute on inter-personal relationships, for possible use in the November POA to cover the cross-cultural aspects of Phase I. An effort is being made to get current area films for use in future courses.

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Attachments:

- 1 - Schedule
- 2 - Rosters
- 3 - Evaluations

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PREPARING FOR OVERSEAS ASSIGNMENT

3 - 5 September 1974

Room 802 Chamber of Commerce

Intelligence Institute
Office of Training

STATINTL

COURSE CHAIRMAN :

TRAINING ASSISTANT:

Extention 2442, Room 925 C of C

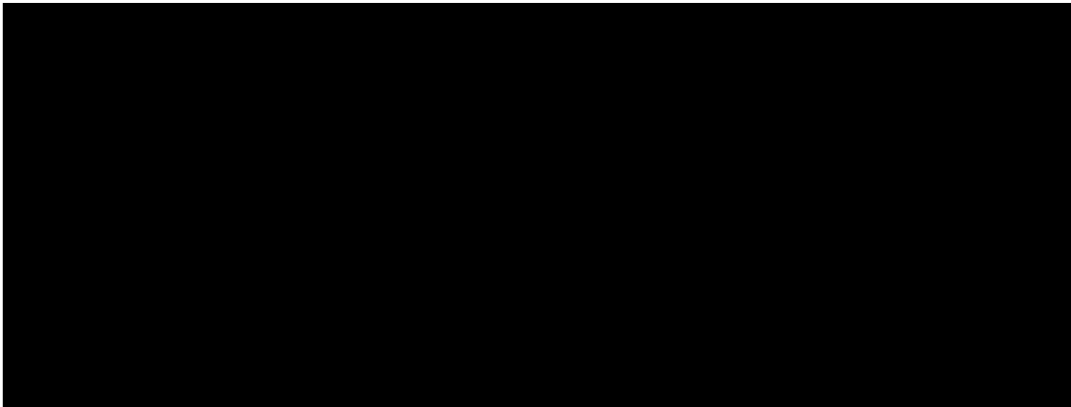
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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - OVERSEAS SERVICE FOR CIA

Personnel attending this Phase are expected to:

a) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and b) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.



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PHASE I - Overseas Service for CIA

Tuesday, 3 September

0900 - 0920 Introductions, handout of kits,
 course objectives and methods

0920 - 1100 FILM: "HOW TO READ A FOREIGNER"

 James Bostain, Scientific Ling-
 uist, Department of State, Mr.
 Bostain alerts us to the peculiari-
 ties of our American cultural,
 educational and linguistic values
 and aims at breaking through our
 preconceptions to create a greater
 understanding of other, foreign
 values, with which we will come
 in contact while living abroad.

1110 - 1210 LEGAL CONSIDERATIONS FOR AGENCY
 PERSONNEL GOING OVERSEAS.

 The speaker will discuss the
 preparation of certain legal
 documents prior to overseas
 service. He will also discuss
 your responsibilities in the
 field of State taxes while
 serving abroad.

1315 - 1445 SECURITY

 Two members of the Office of
 Security will outline security
 practices which should be
 followed overseas. They will
 highlight security problems
 in specific areas of assignment
 and cover in general terms the
 subject of terrorist activities.

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Tuesday, 3 September (Continued)

1500 - 1600 "THE CHANGING ROLE OF THE FIELD
STATION TODAY" A videotape of

[REDACTED]
25 April 1974, to participants
of the "CIA Today and Tomorrow"
course.

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1600 - 1620 Discussion and review of the
first day's sessions.

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Wednesday, 4 September

0900 - 1000 COVER

A representative of Cover and
Commercial Staff will discuss
the meaning and rationale of
cover; how to maintain it; and
how you can overcome cover
problems.

1015 - 1100 CENTRAL PROCESSING BRANCH

The speaker will review the
organization and functions
of the various components
of Central Processing Branch
and how each assists you in
your overseas processing.

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Branch

1115 - 1215 FILM: "MEET THE CRITIC"

In a role-playing situation,
Mr. Charles Vetter, USIA,
demonstrates the need for
sensitivity in answering ques-
tions asked by foreign critics.

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PREPARING FOR OVERSEAS ASSIGNMENT

Wednesday, 4 September (Continued)

1330 - 1430 "Transplanting Your Household"
Panel discussion (women only)
to be held in room 822.

FILM: "The Palestinians"

A CBS Documentary of 15 June 1974.
To be shown in room 802. (Optional
for the men)

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1445 - 1545 MEDICAL CONSIDERATIONS FOR
AGENCY PERSONNEL AT OVERSEAS
STATIONS

A member of the Office of Medical
Services will discuss ways in
which you can prepare yourself
for your overseas assignment.

1545 - 1620 Review and evaluation of Phase I.

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